

## APPENDIX G - GED® FAQ

### Testing Calendar

**Q: How do I access the GED testing calendar?**

**A:** The GED testing calendar is on KYAE's Web site – [www.kyae.ky.gov](http://www.kyae.ky.gov) . Click on "Educators," then "GED," then the calendar link in the upper right-hand corner. The calendar provides the dates, time and scheduling information for public GED testing in Kentucky. You can find information by test date or location.

### GED123.org

**Q: The test-taker tried to create a record at GED123.org, but received an error message that the "ID number was already in use." Why did this happen?**

**A:** If the person has taken the GED tests at any time since 1985, their GED record is in the GED123 system. Contact the examiner if you receive this message. The examiner will provide this test-taker with a scannable demographic form to complete and will update the record with the person's current address. Do not try to bypass this by creating a record without a Social Security Number, it will cause delays in scoring.

**Q: The test-taker completed the first part of the GED123.org, but has not received an e-mail with a link to complete the demographic form. What do I do?**

**A:**

- Confirm that the e-mail account has been created and send a test e-mail to the account. If using GoHigherKY.org as the e-mail provider, it may take 24 hours for the e-mail account to be created. If the automatic e-mail from GED 123 failed because the e-mail account did not receive e-mail, the test-taker will have to go back and complete the account page again. This will cause GED123 to send the e-mail again.
- The test-taker must complete the online demographic within two weeks of completing the account page at GED123. If the demographic is not completed within that time period, the link to the demographic form will be deleted and the test-taker will have to start the process again.
- If an error message is received that the e-mail account is already in use, contact the local GED examiner or the state GED office. The test-taker may have previously completed the online demographic form.

**Q: How can a non-English speaking individual register for the GED Tests using GED123.org?**

**A:** GED123.org has the information page and demographic form translated into Spanish and French. Click the appropriate button at the top of the screen and a translated version will appear.

### Results

**Q: The test-taker needs his scores rushed because he has a job waiting/ needs to register for school/ enlist in the military. What can he do?**

**A:** All GED answer sheets are handled as if a job, future education, or advancement depends on getting the results in a timely manner. No preferential treatment is given in the scoring process. Answer sheets are graded at a national scoring center and are batched by test date. All examinees should know in advance that scores are available to view online within three days and that diplomas should arrive in a week.

**Q: The test-taker needs results now. Can the examiner give him a copy? Can I give him a copy?**

**A:** Test centers do not give out score information. Only the state office can issue official transcripts and diplomas. Test-takers can access their records online at GED 123 within 3 days. If they have their access code, test-takers can print their own e-Transcript as soon as the scores appear online.

**Q: The test-taker has not received his scores and it has been more than seven days. What should I do?**

**A:** Has the test-taker moved since he filled out his address online at GED 123? Many GED diplomas and transcripts are returned because examinees have entered incorrect address information or move and do not give the GED Examiner a change of address. If the diploma packet has been returned to Frankfort, the test-taker can call the state office and provide the corrected address. Returned diplomas are retained for three months. After three months replacement documents must be purchased.

**Q: How does a GED graduate get a copy of GED Test results for employment or entry into postsecondary education?**

**A:** The test-taker must contact Kentucky Adult Education, not the test center. The official transcript is the document that proves GED attainment for employment or entry into postsecondary education. Go to <https://ged.ky.gov> to make a request. There is a \$10 processing fee for a transcript request.

**Q: Can scores from GED123.org be used for employment or entry into postsecondary education?**

**A:** The GED graduate can print their own eTranscript by going to GED123.org and entering their access code as a returning test-taker. On the score page, click the eTranscript tab to view and print the eTranscript. An e-Transcript from GED123.org may be presented to an employer or postsecondary institution. There is a verification code on the e-transcript. The employer or postsecondary institution may use that verification code on the GED123.org site to substantiate the scores on the eTranscript. Some employers or postsecondary institutions will still require an official transcript mailed from KYAE.

**Q: Why can't adult education centers provide test-takers/employers/educational entities with GED scores from AErin?**

**A:** GED scores in AErin are not official. KYAE mails an official transcript to each GED graduate. Proof of GED attainment for employers and educational institutions must be made with official documents, not copies of unofficial results. The transcript is on copy proof paper protecting against changes and fraudulent practices.

**Q: A test-taker passed the GED Tests, but needs higher scores to satisfy the requirements of an employer or an education/course/training. What can the test-taker do?**

**A:** The test-taker needs documentation that the employer or institution require higher scores. The documentation needs to be presented at the time of testing so the computer will not reject the scores during the edit process.

### **Diploma Name Changes**

**Q: You misspelled the test-taker's name on the diploma. Can it be fixed?**

**A:** The test-taker enters the name online at GED123.org. If the name is misspelled, it is because the test-taker entered it incorrectly. The diploma and transcript with the incorrect name must be returned to the state GED office along with a legible copy of the Social Security card and driver's license in order for the correction to be made and new documents issued.

**Q: The test-taker has married/divorced and wants to change the name on their GED diploma and transcript. How is this done?**

**A:** Once a test-taker has earned the GED credential, name changes will not be made to the official GED record for marriage/divorce or other legal action. The name on the transcript/diploma is the legal name on the official identification presented by the test-taker at the time the credential was earned.

### **Test-takers From Another State/Country**

**Q: I have a test-taker from another state. Can that test-taker test in Kentucky?**

**A:** In order to be awarded a diploma from Kentucky, a test-taker must have a Kentucky address.

**Q: We have a test-taker who has GED scores from another state. What does the test-taker have to do to finish the GED Tests in Kentucky?**

**A:** The test-taker must meet the Kentucky eligibility requirements. Unless the test-taker tested in another GED123.org state (*Arizona, Colorado, Idaho, Iowa, Kansas, New Jersey, Oregon, Utah and Virginia*) the test-taker will have to set up an account on GED123.org, and complete the online demographic form to establish a Kentucky record. If a Kentucky record is created the test-taker will need to print the proof of registration form.

At least a week prior to testing, the test-taker will submit:

- Completed KYAE-6 form with OPT scores for any subjects the test-taker will be taking in Kentucky.
- Official transcript of GED scores from the other state (Kentucky does not have access to GED scores in other states.) and completed "Request to Import Out-of-state Scores" release form. Test-taker can get this form from the examiner. If the test-taker is from another GED123.org state, the test-taker should inform the examiner and provide the access code.

**Q: I have a test-taker who tested in another state and moved to Kentucky. What does the test-taker need to test in Kentucky?**

**A:** The test-taker needs a completed KYAE-6, a completed demographic form, proof of eligibility, government-issued photo ID, and an official copy of results from the state where the test-taker tested. The test-taker must pass the Official Practice Test on any subject not already passed.

**Q: I have a test-taker without a Social Security number. Can that test-taker test?**

**A:** A test-taker does not have to have a Social Security number, or even be a US citizen to take the GED test. The test-taker must meet the Kentucky eligibility requirements. If a test-taker does not have a Social Security number, KYAE funded providers should give the test-taker the same number the adult educator used for AErin enrollment. When the test-taker registers at GED123, select "Jurisdiction Code" as the ID number type and enter the code used for AErin enrollment. If no Social Security Number is entered, the access code will be used as the ID number.

**Q: We have an exchange test-taker/immigrant from another country. What documentation does the test-taker need to take the GED Tests?**

**A:** The test-taker first must make a good faith effort to obtain proof he/she does not have a GED credential or high school diploma from the other country before being eligible to test. If documentation cannot be obtained, the test-taker may take the GED Tests.

**Q: I have a test-taker from another country. May the test-taker use an interpreter/computer language conversion on the GED Tests?**

**A:** No.

**Q: English is the test-taker's second language. May the test-taker receive an accommodation of extended time on the GED Tests?**

**A:** No accommodation can be made for English as a Second language. Accommodations may only be granted for a disability. Native language is not a disability.

**Q: The test-taker is Hispanic and wants to take four subjects in English print, but the LAW Test in Spanish print. Can he do this?**

**A:** Test-takers must take the entire test in one format, English or Spanish. Kentucky does not combine scores from two languages.

### **Judges**

**Q: A judge ordered a test-taker to take the GED Tests. The test-taker is only 15 years of age. Can the test-taker test?**

**A:** No. GEDTS eligibility requirements set the minimum age of testing at 16. The judge's order does not supersede this requirement.

**Q: A judge ordered a 16-year-old test-taker to take the GED Tests as soon as possible. The test-taker has been withdrawn from school for one week. Can the test-taker test?**

**A:** The test-taker still must pass the OPT test, but the judge's order supersedes the 90-day wait period. Adult education programs should provide local judges with the Judge's GED Fact Sheet to explain the requirements and the necessity of determining the test-taker's level prior to imposing the alternative sentence.

### **Official Practice Test**

**Q: What forms of the OPT should be used?**

**A:** There are seven forms of the OPT (PA, PB, PC, PD, PE, PF and PG) and all are accepted. However, KYAE discourages using Form PA English print because it is the version available for retail purchase. Please use the other six forms of English print and use PA only as a last resort or to relieve test anxiety. Spanish and audiocassette versions of the OPT are available only in PA.

**Q: The test-taker passed three parts of the GED Tests. Does he have to retake the OPT?**

**A:** Yes. A test-taker must present improved OPT scores to the examiner on KYAE-6 form for any part of the GED Tests not passed before retesting.

**Q: Who administers the OPT for GED Secondary School test-takers?**

**A:** The school district may take test-takers to the local adult education program to take the OPT during a regularly scheduled testing session.

**Q: May a test-taker come into the adult education center and request to take the OPT without enrolling?**

**A:** Yes. A test-taker does not have to enroll to take the OPT. However, test-takers should be informed that if they do not pass the OPT, they will need to enroll and demonstrate gains before retaking the OPT.

**Q: May we fax/mail/e-mail a test-taker's OPT test to another adult education center?**

**A:** No. Only the scores may be sent to another center. The marked OPT answer sheet is secure material and should never be given out.

**Q: State agency children and juveniles in detention are still enrolled in secondary school. May we administer the OPT to these test-takers?**

**A:** These test-takers are in the exception category of the regulation and can take the GED Tests. Since Kentucky requires the OPT, adult education centers may administer the OPT to these test-takers.

**Q: If we offer the OPT in Spanish or French, how can we get the essay scored?**

**A:** It is the program's responsibility to score the OPT, including the essay whether in English, Spanish or French. One possibility is to have a Spanish/French teacher directly translate the essay, which the program would then score.

**Q: What about home schooled test-takers and GED eligibility requirements?**

**A:** The withdrawal date for home-schooled test-takers is the date the test-taker withdrew from home school. Home school is treated like a private high school. The parent notifies the school district the test-taker is being withdrawn from public school to enroll in home school. When home schooling stops, the parent needs to notify the school district the test-taker is no longer being home schooled. This written notification from the home school to the local school district is the withdrawal date for purposes of GED testing.

**Q: The test-taker is retesting. Do I need to give the test-taker a new KYAE-6 form each time the test-taker tests?**

**A:** No. The test-taker should tell the examiner at pre-registration that he is retesting. The test-taker is required to present improved Official Practice Test scores for any content area he wants to retake. A copy of the KYAE-6 form, page 2 should be kept in the test-taker file with the initial OPT scores. The new OPT scores should be entered below the initial OPT scores to show improvement.

## **Test Centers**

**Q: We want a GED test center in our county. How do we go about establishing a test center and who pays for it?**

**A:** An adult education center may not be a test center, but testing by a qualified entity may take place at an adult education center. To discuss establishing a test center, contact [BJ.Helton@ky.gov](mailto:BJ.Helton@ky.gov). There must be clear documentation of need and viability to support a test center. Test centers receive no state or federal funding. The sponsoring entity and the test fees maintain the test center.

**Q: We want the GED test center in the next county to test here, but they want to charge or have a minimum number of examinees. Can they do this?**

**A:** GED test centers receive no state or federal funds and are supported by test fee revenue and financial/administrative support of the sponsoring entity (board of education or community college). The main costs of a test center are the examiner's salary, test batteries, scoring fees, supplies and postage. The test center needs to ensure the test fees cover the costs. Testing a few examinees will not generate sufficient revenue to cover costs.

**Q: I know everyone won't show up on test day. Why can't I send over extra test-takers on test day to fill in for no-shows?**

**A:** In Kentucky there is a pre-registration policy for the GED tests. The GED tests are tied to individual examinees. The examiners may only take the number of batteries to the testing room as test-takers pre-registered. Each test-taker is assigned a test in advance and answer sheets must be prepared in advance of the test session.

**Q: I know an examiner in another county. Can I get them to come to my center and test?**

**A:** A test center can only test at approved sites listed on their contract with GEDTS. If you want your county to be considered as an addendum site you must establish need and make a commitment to support the test center. The state GED office must approve the new site and it has to be filed with GED Testing Service in Washington DC before any testing can occur.

**Q: The examiner told me I would have to pay their mileage and that I would have to guarantee a certain amount in test fees before they would come to my county. Is that legal?**

**A:** Since test centers receive no funding for GED testing, an addendum site is typically asked to guarantee a certain amount of revenue for each test date so the Official Test Center can cover expenses for the test session. Often the addendum site is asked to pay mileage for the examiner to travel to the addendum site and pay either a per-session fee or guarantee a minimum amount in test fees. The sponsoring institution for a test center (usually a Board of Education, Community or Technical College) cannot be expected to subsidize testing for an entire region. All Official GED Test Centers are encouraged to have a written agreement with each addendum site spelling out what services the test center will provide and what compensation the addendum site must provide.

**Q: The examiner at the test center that serves my area will not test test-takers with special accommodations or Spanish-speaking test-takers. What should I do?**

**A:** Call the test center and discuss it with the chief examiner. If you cannot reach a resolution call the state GED office.

## **AErin**

**Q: When should a goal of GED attainment be set? Can I wait until the test-taker passes the OPT?**

**A:** No. NRS states that the goal should be achievable within the program year. The goal should be set as soon as it is reasonable to think that the test-taker can attain the goal. Waiting until the test-taker passes the OPT to make it as a goal for the test-taker is manipulating the goal-setting process.

**Q: Should the test-taker folder contain a copy of the test-taker GED transcript?**

**A:** No:

- For security reasons, programs should not keep a copy of the transcript in test-taker folders. Test-takers are provided an official transcript. Official transcripts, not copies, must be used for employment or postsecondary purposes. Additional official transcripts must be requested from KYAE.
- There is no NRS requirement to retain a copy of the transcript.
- An AErin screen showing test-taker scores and the ACE/GEDTS statement of passing scores is sufficient for audit purposes.

## **Accommodations**

**Q: The test-taker has had an IEP (Individual Education Plan) all through school. I know he needs special accommodations. Will the IEP work as documentation?**

**A:** Only the assessments specified by GEDTS will be accepted. See the procedures for requesting special accommodations to find the list of approved assessments. The presence of an IEP may be cited as supporting documentation.

**Q: A test-taker's IEP indicates extended time, but the examiner did not provide extra time. Is the IEP sufficient for allowing an accommodation?**

**A:** No. An IEP may be used as supporting documentation only. All GED testing accommodations must have documentation from a professional diagnostician indicating the disability, the functional limitation and the requested accommodations. Completed accommodation requests are submitted to KYAE for approval prior to testing. The test-taker should pass the OPT before the request for accommodations is submitted. Please indicate the accommodations used for the OPT when the accommodations request is submitted.

**Q: I have a test-taker with a note from his doctor that says he needs to take frequent breaks during the test. He took it to the examiner, but the examiner would not honor it. Why?**

**A:** The test-taker must file for special accommodations on the appropriate form and have it approved in advance before any accommodations can be granted. The forms are available from the test center. A test center will be closed immediately if an examiner grants special accommodations without prior approval from the state GED administrator.

**Q: I have a test-taker who needs to have test questions read to him (or must use a computer). What does he do on the GED?**

**A:** Only certain accommodations are available on the GED. Refer to the chart of accommodations available. The GED is available on audiocassette with prior approval. No part of the GED is available on computer.

**Q: I have a test-taker who has been approved for two times the regular test time. How much will it cost to take the tests?**

**A:** All official test centers are required to provide testing to those with approved accommodations on the GED tests. The center may not charge more for accommodated testing than the standard test fee.

**Q: The test-taker has passed all parts of the Official Practice Test except math. I want him to start taking the GED now and he will continue studying math while he takes the other tests. Can he do that?**

**A:** A test-taker must pass all five parts of the Official Practice Test before he can be admitted to the GED test. There should be an expectation that the test-taker will be able to earn a GED before he begins testing. This is in the Kentucky eligibility regulation.

**Q: I think the test-taker will do better if he only takes one test per day. Can I schedule that way?**

**A:** This should be the exception, not the rule. Most examinees should take all five parts of the test over the regularly scheduled test session. The Chief Examiner at the test center makes the test schedule.

## **Other**

**Q: A veteran asked if he could get his GED credential because he was in the service. Is this possible?**

**A:** He cannot receive a GED credential; however, veterans of World War II, the Korean War and the Vietnam Conflict may receive a high school diploma from the local school district if they left school to serve in armed forces.

**Q: A parent called me wanting their precocious 15 year old to take the GED test so she can enter college. What do I do to get special permission for that test-taker?**

**A:** No one younger than 16 years old can take the GED Tests. That is a GED Testing Service policy.

**Q: How are GED graduates reported to the Kentucky Department of Education (KDE) for determining drop-out rates?**

**A:** Test-takers who leave high school but pass the GED Tests by October 1 are not counted in a school's drop-out rate. Each year, KDE provides to KYAE a list of test-takers who have dropped out; KYAE matches this list against test-takers who have earned their credential by October 1 and reports the information to KDE. This protocol satisfies FERPA privacy concerns. Because of the state-level data match, release of information concerns, and lack of access to the official GED database, providers should refer school districts to KDE for this information.

**Q: How long are GED scores good?**

**A:** Scores are good until the GED Testing Service changes the test, which last occurred in 2002. The next planned test change is 2012.

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